*<https://www.overleaf.com/latex/templates/entry-level-resume-template/xzswwssvhvqr>*

[*https://www.overleaf.com/latex/templates/jakes-resume-anonymous/cstpnrbkhndn*](https://www.overleaf.com/latex/templates/jakes-resume-anonymous/cstpnrbkhndn)

*https://www.overleaf.com/latex/templates/software-engineer-resume/gqxmqsvsbdjf*

*Respected Dr. ABC,  
1. I, \*your name\*, am a third/second year undergraduate student of the \*your department\*, Indian Institute of Technology, Kharagpur. I am looking for an undergraduate research assistantship opportunity of 2–3 months.*

*2. I have worked on multiple projects related to \*your project experience in brief\*. Primarily, my interests lie in the field of \*your research interests\*. Some of my projects are:-  
\*Mention some of your projects\**

*3. I came to know about your work and research interests from your publication****Publication Name****. I found it to be extremely interesting and insightful. Based on this, I identified that my research interests align with that of yours.*

*4. I am thankful to you for your valuable time for going through my application. I would be obliged if you can let me know about any such vacancy under your guidance.*

**9:30–10:30 AM on Tuesdays-Friday**

Dear sir, I introduce myself as your name, a second-year student Of your branch name at your college name I am writing this application to show my keen interest in doing an internship under your able guidance during the summer/winter break (20th May xyz to 30th June xyz). I am a consistent and hardworking student having a CGPA of your cgpa . I developed my research and engineering skills through different workshops and academic projects. My coding skills in languages like Java Script, C, Arduino and basic MATLAB will help me in better learning. In the college, I have balanced a rigorous course load and a number of extracurricular activities that have allowed me to enhance my skills. My passion to teach pulls me to work part time as a home tutor and Currently I am working as a leader of team vertical of HOPE NGO Indore. I am also an active member of start-up cell of the college where I am working on my own start-up idea. I have keen interest in your field of work, so I am very eager to learn closely some more useful and interesting concepts under your supervision and would be delighted to help in your day to day research work. I consider sincerity, curiosity and hard work as my strengths and I believe I will prove to be beneficial to your work. I have enclosed my resume with further details of my education and qualifications. I look forward to the opportunity to discuss my skills in person at your earliest convenience. Thank you for your time and consideration and I look forward to hearing from you soon. Sincerely, Your name Your address